

CHECKLIST – ADMINISTRATIVE SUBDIVISION

The applicant shall submit to the Administrative Officer three (3) draft copies of the proposed plat for staff review. Once approved, the applicant shall submit one original mylar and six (6) copies for recording. The scale shall be sufficient to show all of the information required and shall be subject to the approval of the Administrative Officer. At a minimum, the following information shall be provided:

1. ____ Name and address of the property owner and applicant
2. ____ Date of plan preparation, with revision date(s) (if any)
3. ____ Graphic scale and true north arrow
4. ____ Plat and lot numbers of the parcel being re-subdivided
5. ____ Zoning district(s) of the parcel being re-subdivided. If more than one district zoning boundary lines must be shown.
6. ____ Existing property lines, easements and rights of way
7. ____ Proposed property lines, drawn so as to distinguish them from existing property lines
8. ____ Existing and proposed area(s) of the parcel(s) being re-subdivided
9. ____ Approximate location of wooded areas, wetlands, and environmental features (if any)
10. ____ Location and size of existing buildings, structures, utilities and improvements, including listed historic sites, houses and structures, stonewalls and cemeteries
11. ____ Location, width and names of existing public and private streets within or immediately adjacent to the parcel being re-subdivided
12. ____ Certification (stamp) of Professional Land Surveyor that the plan is correct
13. ____ RIDEM or CRMC approvals (including ISDS), if appropriate or required
14. ____ Plans should also be submitted on CD in AutoCAD .dwg or .dxf file format
15. ____ Street Index
16. ____ Filing Fee (\$100)